

AUTHORIZATION OF ADMINISTRATIVE CONTACTS



VIRGINIA RETIREMENT SYSTEM
P.O. Box 2500 ♦ Richmond, Virginia 23218-2500
Toll Free 1-888-VARETIR (827-3847)
www.varetire.org

Organization Code and Name:

Complete this form to identify administrative contacts who will manage contacts for the organization identified above. A separate VRS-67A must be completed to identify individuals authorized for a different organization code. The contacts identified on this form will have access (on-line and over the phone) to VRS member information. Once *myVRS* Navigator is in use in the fall of 2012, you will use *myVRS* Navigator to authorize additional contacts who may access VRS member information. Until then, please use the current VRS-67 to change or update contacts that currently access member information. Use this form to update the three contacts named below as needed.

Note: Submit only a signed, original form. Fax copies cannot be accepted.

PART A. PRIMARY ADMINISTRATIVE AUTHORITY (Please print clearly or type)

Name (First, Middle Initial, Last)	
VRS Customer ID: _____	
Mailing Address: _____ _____	
City: _____ State: _____ Zip Code: _____	
Start Date: _____ End Date: _____	
Work Phone: _____ Mobile: _____	
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile Fax: _____	
Job Title: _____	
E-Mail Address: _____	
Org. Web Address: _____	
I certify that I am the administrative contact named above, that I am responsible for the oversight of this organization and I have the authority to designate the staff of this organization to be Virginia Retirement System (VRS) contacts and authorize such staff to access VRS member records, including online access to VRS information. I recognize that VRS is authorized to provide this information pursuant to Virginia Code § 2.2-3803(C), and I agree to take full responsibility for any use of this information that violates Virginia or federal law, including without limitation the Virginia Government Data Collection and Dissemination Practices Act.	
I certify the administrative contacts designated on this form are authorized to obtain information from VRS about members within the organization identified above. Additionally, I certify the contacts are authorized to access VRS member records using the VRS on-line application.	
I understand that I, and the administrative contacts identified on the following page, are responsible for updating contact information in a timely manner. I also certify that I have the authority to designate administrative contacts and that it is my responsibility to notify VRS of any changes to the contacts listed on this form.	
Signature _____	Date _____



PART B. ADMINISTRATIVE CONTACT DESIGNATIONS

VRS Administrator

Name (First, Middle Initial, Last)
VRS Customer ID: _____
Mailing Address: _____ _____
City: _____ State: _____ Zip Code: _____
Start Date: _____ End Date: _____
Work Phone: _____ Mobile: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile Fax: _____
Job Title: _____
E-Mail Address: _____

Security Administrator

Name (First, Middle Initial, Last)
VRS Customer ID: _____
Mailing Address: _____ _____
City: _____ State: _____ Zip Code: _____
Start Date: _____ End Date: _____
Work Phone: _____ Mobile: _____
I prefer to be reached using: <input type="checkbox"/> Work <input type="checkbox"/> Mobile Fax: _____
Job Title: _____
E-Mail Address: _____

See "About the Contacts" on the next page for a description of each contact.

Note: The start date is the date VRS processes the form unless a future date is specified. An end date is not required; however, selecting an end date allows VRS to automatically end access on that date.

ABOUT THE CONTACTS AND THEIR ROLES

When *myVRS* Navigator launches in the fall of 2012, a security profile will be assigned to each contact's role which will provide access in *myVRS* Navigator. A contact's role defines the data a person can view, create, update and delete. An individual can be assigned one or multiple roles based on the structure and needs of the organization. In addition, all roles will have access to the dashboard and consolidated views in *myVRS* Navigator, which act as the launching page or home page. Some aspects of the information on these pages will differ according to role.

About the Primary Administrative Authority (PAA):

Use these guidelines to determine the primary administrative authority contact for VRS purposes:

- Must be the high-level decision maker regarding oversight of the organization.
- Should be employed in a position covered by VRS

VRS will accept employees with the following job titles as primary administrative authority:

School Boards:	School Superintendent
State Agency:	Executive Director, Director, Deputy Directory, Commissioner, Chief Operating Officer, Chief Financial Officer, Clerk of the Senate/House of Delegates, Lt. Governor, Adjutant General, Auditor of Public Accounts, CIO (VITA only), Atty. General, State Treasurer, Superintendent, Tax Commissioner, Secretary of Transportation, State Librarian, President of College or University, Chancellor, State Forester
County/City/Town:	Mayor, Manager, County Administrator, County Executive, Superintendent, Director of Budget/Finance, Executive Director
Commissions/Authorities:	Executive Officer, Chief Financial Officer, Director of Finance

The PAA is required to complete the annual compliance review process where all contact information is verified. In addition, this individual is granted limited organization maintenance functions such as updating organization contacts.

About the VRS Administrator:

The VRS Administrator is appointed by the primary administrative authority. If the PAA delegates responsibilities to the VRS Administrator, this contact will act on behalf of the PAA in all capacities except the compliance review. The VRS Administrator will have the same security access in the current VRS online application (and *myVRS* Navigator) as the PAA. One person may be designated as the VRS Administrator. The PAA can elect to let the VRS Administrator be the only contact (with the exception of the compliance review) or the PAA can choose to receive communication and notifications along with the VRS Administrator.

About the Security Administrator:

The security administrator is the administrative contact who adds other user contacts and manages access to *myVRS* Navigator by assigning the appropriate security roles to those contacts. This contact will automatically have all employer roles in *myVRS* Navigator which will allow him or her full access to the system and its processes.